

**In the Claims:**

Please cancel claim 31. The claims are as follows:

1-28. (Canceled)

29. (Previously presented) A program storage device readable by a machine, tangibly embodying a program of instructions executable by a machine to perform method steps for coordinating a project for designing, implementing, and using a general procurement and accounts payable (GP/AP) system for a customer, said method steps comprising:

creating and maintaining a playbook database, said playbook database comprising a plurality of templates of information relating to said designing, implementing, and using said GP/AP system, said plurality of templates being particularized for the customer;

generating a playbook summary view from said playbook database;

displaying said playbook summary view, said displaying said playbook summary view comprising displaying a folders and views section, displaying a task title display and selection area, a summary task creation button, and displaying a detailed task creation button, wherein said folders and views section, said task title display and selection area, said summary task creation button, and said detailed task creation button visually appear together in an undivided display area within said playbook summary view;

said folders and views section including category buttons relating to categories of tasks associated with said designing, implementing, and using said GP/AP system,

said task title display and selection area adapted to include buttons for selecting

tasks pertinent to said categories of tasks,

said buttons for selecting tasks identifying said tasks which may be so selected,

said buttons for selecting tasks adapted to be displayed in said task title display and selection area in response to a selection of a button of the category buttons;

generating and displaying a summary task template of the plurality of templates for a selected first task of the tasks identified in the task title display and selection area, said summary task template being generated and displayed in response to a selection of the summary task creation button, said summary task template including summary parameters of the selected first task, said generated summary task template being derived from said playbook database; and

generating and displaying a detailed task template of the plurality of templates for a selected second task of the tasks identified in the task title display and selection area, said detailed task template being generated and displayed in response to a selection of the detailed task creation button, said detailed task template including detailed parameters of the selected second task, said generated detailed task template being derived from said playbook database;

enabling communication between team members of a team and the playbook database via a server coupled to the playbook database and an intranet coupled to both the server and the team members, said team members having responsibility for said designing and implementing of said GP/AP system.

30. (Canceled)

31. (Canceled)

32. (Previously presented) The program storage device of claim 29, wherein said method steps further comprise:

optimizing a solution for out-sourcing procurement of goods and services under the GP/AP system, wherein said optimizing the solution for out-sourcing procurement of goods and services under the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template;

managing service providers of services to the customer to assure quality of service from said service providers, wherein said optimizing the solution for out-sourcing procurement of goods and services under the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template; and

optimizing the GP/AP system, said optimized GP/AP system being characterized by lower costs, a paperless process, and more comprehensive service with a shorter cycle time, wherein said optimizing the project relating to the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template.

33-40. (Canceled)

41. (Previously presented) The program storage device of claim 29, wherein said generating and

displaying the summary task template relating to the selected first task comprises:

generating and displaying in the summary task template creation status items comprising: a category pertaining to the summary task template, a project team responsible for the first task, an offering type of product being brought to a client, an assessment stage of the first task, an owner of the summary task template, an author of the summary task template, and an approval status of the first task;

generating and displaying in the summary task template importance buttons comprising: an education yes/no button configured to enable election of whether or not to have a teaching of how to do the first task included in an education package to the customer, a certification yes/no button configured to enable election of whether or not to certify a service provider of the first task, an auditable yes/no button configured to enable indicating whether or not performance of the first task by the service provider of the first task is to be audited, a milestone yes/no button configured to enable indicating whether or not the first task is critical to accomplishment of the offering type of product displayed in the creation status section, and a critical path yes/no button configured to enable indicating whether or not the first task that must be completed in order to advance to a next task in order to complete the offering type of product displayed in the creation status section;

generating and displaying in the summary task template implementation items comprising: a task order number assigned to a detailed task that shows its order under the first task, a percent completion estimate of how complete the first task is in its development for the customer, a name of the service provider of the first task, a technical team responsible for doing the first task, a priority based on whether the first task needs to be done in support of some

subsequent task, an estimated time to complete the first task, and a task status indicating how far the service provider of the first task has progressed in its implementation of the first task.

42. (Previously presented) The program storage device of claim 41, wherein said generating and displaying the summary task template relating to the selected first task comprises:

generating and displaying in the summary task template summary task details comprising: a high level summary description of major operations or steps pertaining to the first task, assumptions pertaining to the first task, tasks that must be completed before the first task can be completed, a description of tools, techniques, relationships, understandings, technical and relationship skills and commitments, and knowledge base of the team and the customer needed to accomplish the first task, and expected output of the first task;

generating and displaying in the summary task template approval items comprising: an identity of approvers for the first task, a date of notification of the approvers of the first task, and electronic signature of approval of the first task;

generating and displaying in the summary task template project reference items comprising: general comments, a checklist of deliverables pertaining to the first task, a list of approvers of a first document pertaining to the first task, and a listing of persons who have modified the first document during preparation of the first document.

43. (Previously presented) The program storage device of claim 29, wherein said generating and displaying the detailed task template relating to the selected second task comprises:

generating and displaying in the detailed task template creation status items comprising: a

category pertaining to the summary task template, a project team responsible for the second task, an offering type of product being brought to a client, an assessment stage of the second task, an owner of the summary task template, an author of the summary task template, and an approval status of the second task;

generating and displaying in the detailed task template importance buttons comprising: an education yes/no button configured to enable election of whether or not to have a teaching of how to do the second task included in an education package to the customer, a certification yes/no button configured to enable election of whether or not to certify a service provider of the second task, an auditable yes/no button configured to enable indicating whether or not performance of the second task by the service provider of the second task is to be audited, a milestone yes/no button configured to enable indicating whether or not the second task is critical to accomplishment of the offering type of product displayed in the creation status section, and a critical path yes/no button configured to enable indicating whether or not the second task that must be completed in order to advance to a next task in order to complete the offering type of product displayed in the creation status section;

generating and displaying in the detailed task template implementation items comprising: a task order number assigned to a detailed task that shows its order under the second task, a percent completion estimate of how complete the second task is in its development for the customer, a name of the service provider of the second task, a technical team responsible for doing the second task, a priority based on whether the second task needs to be done in support of some subsequent task, an estimated time to complete the second task, a task status indicating how far the service provider of the second task has progressed in its implementation of the

second task, people needed to support completion of the second task, and a person executing the second task.

44. (Previously presented) The program storage device of claim 43, wherein said generating and displaying the detailed task template relating to the selected second task comprises:

generating and displaying in the detailed task template detailed task items comprising: tasks that must be completed before the second task can be completed, steps that need to be accomplished to complete the second task, a description of what needs to be analyzed to generate a right answer for the customer, an expected output of the second task, and attachments selected from the group consisting of presentation charts, questionnaires, and architecture charts;

generating and displaying in the detailed task template project reference area items comprising: comments, a check of deliverables pertaining to the second task, a list of approvers of the second task and a status of approval of the second task by the approvers of the second task, and a list of approvers of a second document pertaining to the second task, and a listing of persons who have modified the second document during preparation of the second document.

45. (Previously presented) The program storage device of claim 29, wherein said method steps comprise in conjunction with a project design and development phase of the GP/AP system:

providing and documenting in the playbook database: business controls that provide a comprehensive process that identifies key control points and establishes detailed procedures to assure a quality installation, transformation management, and SAP and requisition and catalog customization required for an integrated approach to a complete customer solution.

46. (Previously presented) The program storage device of claim 45, wherein said method steps comprise:

- performing controls to prevent unauthorized modification and/or use of an application of the GP/AP system;

- performing logical access control of application data pertaining to the application;

- performing a logging mechanism to ensure that an audit trail is correct;

- performing change control to control changes to tables and programs;

- performing input controls to insure accuracy and completeness of information entering the application;

- performing processing controls for entry of data to ensure accuracy and completeness of data during computer processing;

- performing error handling controls for error handling and reprocessing of transactions;

- performing output controls to ensure an integrity of output data resulting from computer processing;

- verifying that procedures to reconcile output to input are effective;

- performing disaster recovery to provide for continuity or rapid system restoration of a business process immediately following a natural or man-made emergency or disaster;

- performing records management to verify that information is managed with sound business practices and controls;

- verifying that reports are distributed properly; and

- verifying that any questions particular to a specific country are completed.



47. (Previously presented) The program storage device of claim 29, wherein said method steps comprise simultaneously displaying in the task title display and selection area a listing of tasks of: assessment, business controls, configuration, education, image, information technology, marketing, process, project management, SAP, testing, and transition management.

48. (Previously presented) The program storage device of claim 47, wherein said simultaneously displaying the listing of tasks comprises simultaneously displaying in the task title display and selection area:

subtasks of the task of assessment, said subtasks of the task of assessment comprising performing customer business, developing a workshop management plan, reviewing findings from marketing, formulating a workshop approach, preparing for a workshop, presenting a service offering to the customer, formulating a proposal approach, developing and costing a proposal, and drafting and pricing a customer contract;

subtasks of the task of business controls, said subtasks of the task of business controls comprising confirming business controls requirements, confirming separation of duties requirements, conducting application systems control and an auditability (ASCA) self-assessment, conducting risk assessment, conducting an ASCA/business controls review, and confirming an image production system management strategy;

subtasks of the task of configuration, said subtasks of the task of configuration comprising defining a requisition and catalog functional detailed fit, resolving functional gaps for requisition and catalog, confirming a requisition and catalog organizational hierarchy, configuring a requisition and catalog offering, confirming and refining requisition and catalog

initial settings and organizational structure, confirming and refining requisition and catalog authorizations, refining and validating a final requisition and catalog configuration, validating and customizing a requisition and catalog core application change request, refining and validating a final customization for requisition and catalog, and validating and coding bridge change requests;

subtasks of the task of education, said subtasks of the task of education comprising defining a training requirement and approach, confirming an education and training strategy, defining a SAP correction and transport process, defining and agreeing on a service level agreement, defining and administering a SAP release control process, defining a requisition and catalog transport process, defining and administering a version control process, defining customer user audiences and requirements, confirming user documentation requirements and standards, conducting detailed end-user task analysis, assessing user skills and training needs, validating end-user courses and content, identifying users and course attendees, defining and notifying training attendees, developing user training documentation, producing customer specific end-user documentation, confirming training evaluation materials/approach with the customer, setting up a training system, validating training logistics, conducting pilot training with super users, arranging documentation and training material production, identifying and organizing internal training, conducting end-user training, conducting train-the-trainer sessions, performing training, and conducting new buyer training;

subtasks of the task of image, said subtasks of the task of image comprising resolving image functional gaps, configuring an image offering, refining and validating a final image configuration, and confirming and refining image initial settings;

subtasks of the task of information technology, said subtasks of the task of information technology comprising confirming component delivery, establishing a network/computing hardware/software architecture, establishing an electronic data interchange (EDI) infrastructure, conducting trading partner testing, confirming an EDI strategy, setting up image system environments, establishing a cutover checklist and performing pre-cutover activities for an image production environment, validating image production support for system management, developing a reporting infrastructure, performing a bridge architecture assessment, performing a bridge architecture integration point interfaces work session, defining a bridge architecture project objectives document, developing and managing a bridge architecture implementation work plan, analyzing EDI requirements, determining an EDI communication environment, analyzing a vendor master data load, analyzing operational reporting requirements, scheduling and conducting a weekly interlock meeting, setting up a SAP development/integration environment, setting up requisition and catalog system environments, setting up a consolidation/test environment, setting up a SAP consolidation/test environment, converting a vendor master into a production environment, determining EDI tasks for a production environment set up, executing a SAP cutover checklist, setting up a SAP production environment, establishing a SAP batch schedule, setting up trading partners in a production environment, establishing a cutover checklist and performing pre-cutover activities for a SAP production environment, performing on-going support activities for requisition and catalog, developing new bridges and application extensions post go live, supporting new EDI transactions post go live, executing system management security support procedures, executing data management support procedures, executing EDI support procedures, executing system

management operational support desk procedures, executing system management batch support desk procedures, executing system management master data support procedures, executing production support for system management, establishing a vendor master environment, confirming the vendor master, developing a detail architecture requirements definition, analyzing a current network/computing infrastructure, determining network/computing requirements for a project, confirming and beginning a network/computing component acquisition, and ordering and delivering infrastructure components;

subtasks of the task of marketing, said subtasks of the task of marketing comprising qualifying a potential client, and developing an assessment statement of work;

subtasks of the task of process, said subtasks of the task of process comprising conducting customer introduction to procurement and A/P processes, reviewing procurement processes with the customer, reviewing A/P processes with the customer, identifying current and potential supplier catalogs for the customer, performing an assessment of the customer's purchasing business, updating and reviewing a process management and procedures manual, managing a trading partner, establishing for the customer SAP suppliers not requiring a buyer, and managing customer supplier outline agreements;

subtasks of the task of project management, said subtasks of the task of project management comprising confirming project scope and implementation strategy, confirming project organization and assign resources to roles, preparing and validating project plan and procedures, establishing a project team working environment, orienting a project team, confirming and refining project management standards and procedures, confirming and refining an issue management plan, confirming and refining project documentation, confirming and

refining quality assurance standards, creating a team building plan, confirming implementation strategies, confirming system configuration standards, customizing an image offering, validating and customizing an image core application change request, confirming a testing strategy, confirming a production support and operations strategy, confirming a SAP production system, confirming a network/computing strategy, confirming a vendor conversion strategy, conducting a kick-off meeting, conducting a project team standards meeting, conducting a project team training, define system management SAP resource requirements, defining a production support accounts payable plan, defining a production support general procurement plan, confirming SAP system authorizations for a project team, confirming a requisition and catalog access control list, defining system management image resource requirements, conducting an initial quality assurance review, conducting an initial quality assurance review, conducting project team status meetings, conducting steering committee meetings, conducting a lost bid analysis, validating production support, validating SAP production support for system management, validating production support for accounts payable, validating requisition and catalog production support for system management, validating education and training production support activities, ensuring go live check lists activities, ensuring a go/no-go decision for go live, and confirming a production environment;

subtasks of the task of requisition and catalog, said subtasks of the task of requisition and catalog comprising identifying country/global administrators, performing country administrator education, performing requisition and catalog tasks, confirming requisition and catalog for a production environment, setting up requisition and catalog tables in production, preparing requisition and catalog production copy, and executing a requisition and catalog go live checklist;

subtasks of the task of SAP, said subtasks of the task of SAP comprising confirming a SAP organizational hierarchy, defining a SAP functional detailed fit, resolving SAP functional gaps, developing and validating SAP custom programs, confirming and refining an implementation guide, confirming and refining SAP initial settings and organizational structure, confirming and refining SAP end user authorization profiles, refining and validating a final SAP configuration, validating and customizing a SAP core application change request, and refining and validating a final customization for SAP;

subtasks of the task of testing, said subtasks of the task of testing comprising confirming and refining test case templates, building a comprehensive test plan, developing a test environment plan, creating test case specifications, building/reusing test cases, determining testing tools, reviewing and validating a comprehensive test plan, performing a unit test, performing a component test, performing an integration test, administering network/computing performance monitoring, performing a system test, performing a user acceptance test, performing other required testing, supporting comprehensive image testing, and supporting comprehensive SAP testing;

subtasks of the task of transition management, said subtasks of the task of transition management comprising developing an initial assessment of the customer, providing a transition management workshop presentation, providing a transition management strategy, evaluating a cultural impact of solution, developing/confirming a transition management plan, building/confirming a campaign plan, updating a communication strategy, delivering an announcement/kickoff communication, creating an incentive/reward program, assessing supplier impacts related to transition management, assessing enterprise support impacts related to

transition management, designing detail go live material/activities, creating policy changes, identifying/planning for security, ensuring a new process management systems is in place, performing a client readiness assessment, performing transition management go live activities, managing human resources activities, providing thanks to users/suppliers, monitoring human resource issues, assessing effectiveness of a transition management program, administering a post go live survey, and presenting and acting upon survey findings.